



**DEPARTMENT OF CORRECTIONS
YOUTH COMMUNITY CORRECTIONS BUREAU
POLICY**

Policy No.: YCC 3.2.1	Subject: EMERGENCY PREPAREDNESS & PANDEMIC RESPONSE
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 4
Section 2: Safety and Emergency Procedures	Revision Date: 08-17-09
Applicable ACA Standards:	
Signature: /s/ Karen Duncan	Effective Date: 11-23-07
Signature: /s/ Steve Gibson	

I. POLICY:

It is the policy of the Youth Community Corrections (YCC) bureau to develop and maintain emergency operation plans for the purpose of managing emergencies that may arise in any of the bureau's facilities.

It is also the policy of the Department of Corrections and the YCC bureau to provide a safe environment for all staff and youth to the extent possible. YCC recognizes the need for a pandemic response plan that ensures, to the highest degree possible, that staff and youth can safely respond in the event of a pandemic. YCC pandemic response planning is guided by the practices and recommendations of the NCCHC (National Commission on Correctional Health Care), Center for Disease Control (CDC), State and Federal Disaster and Emergency Services (DES), the Department Medical Director and the State Medical Officer of the Department of Public Health and Human Services (DPHHS) Pandemic Preparedness Coordinating Committee (PPCC) and will comply with all applicable standards for sanitation, health, and life safety, as well as devote special attention to the issue of infectious disease in the form of an ongoing infection control program. This policy will be reviewed annually and updated as needed.

II. APPLICABILITY:

All YCC facilities and programs

III. DEFINITIONS:

CDC – the Center for Disease Control

Department Medical Director – the physician designated by the Department director to oversee the health care of all adult and youth under Department jurisdiction.

DES – Disaster and Emergency Services

Emergency – an urgent event/circumstance that requires immediate staff response beyond normal duties or routine duties (e.g., fight, riot, natural disaster, medical emergency, etc.).

NCCHC – National Commission on Correctional Health Care

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Pandemic – increased and sustained human-to-human transmission of a novel influenza virus among the general population.

IV. BUREAU DIRECTIVES:

The Youth Transition Centers (YTC) must develop, maintain, and train staff on current emergency operation plans. Emergency plans must be preventive in nature and enable staff to respond to emergencies in an effective and efficient manner. All emergency plans must effectively coordinate with first responders.

In a major emergency, the primary concern of the bureau is the protection and safety of the public, staff, visitors, and youth. Staff actions must be guided by the intent to save lives and prevent injuries in every possible case.

A. General Procedural Issues

The YTCs director must develop and maintain emergency operation plans and post orders in accordance with a system which has been approved by the Department.

B. Helena Office and Facility/Program Administrators' Authority

1. Helena office staff's primary role in the YTCs major emergency is resource acquisition, communication with government officials, and to provide support as necessary.
2. The YTCs director or designee has full authority to respond to any major emergency situation. The director must inform the YCC bureau chief, the division administrator, and Department director or designee at the earliest possible time of any major emergency.

C. Emergency Preparedness Goals

The following goals should be addressed in the development of all emergency operation plans and in the resolution of all major emergencies:

1. **Isolate** and **contain** emergency situations as quickly as possible.
2. **Establish control** and **restore order** as quickly as possible.
3. **Maintain personal safety** of:
 - a. innocent bystanders (general public, visitors),
 - b. staff,
 - c. hostages, and

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d. youth.

4. **Resolve all emergencies with the appropriate use of force** in accordance with bureau policy.
 5. **Preserve evidence** and **facilitate prosecution** of criminal acts.
 6. **Prevent escapes** during emergency operations.
 7. **Ensure emergency medical care** is provided to staff and youth.
 8. **Conduct review** (critical incident review) after a major emergency to assess the effectiveness of the plan and staff response.
 9. **Ensure reprisals are not taken** against youth/staff; and
 10. **Maintain informative news contacts** with the media.
- D.** YCC recognizes the need for a pandemic response plan that ensures, to the highest degree possible, that staff and youth can safely respond in the event of a pandemic.
1. YCC pandemic response planning is guided by the practices and recommendations of the NCCHC, CDC, State and Federal DES, the Department medical director and the State medical officer of the DPHHS Pandemic Preparedness Coordinating Committee (PPCC) and will comply with all applicable standards for sanitation, health, and life safety, as well as devote special attention to the issue of infectious disease in the form of an ongoing infection control program.
 2. The bureau's employees will comply with the state's plan that is to be found at <http://www.dphhs.mt.gov/PHSD/Communicable-disease/pandemic-flu-plan/3flu-2006-RevisedFluPlan-5-17-06.pdf>.
 3. In keeping with the state's plan, the bureau will contact the required officials in the case of an outbreak and will cooperate to make decisions regarding placement of youth specifically if they are housed at the Great Falls YTCs.

V. CLOSING:

Questions concerning this policy should be directed to the youth community corrections bureau chief.

VI. REFERENCES:

[7-33-2108, MCA](#) [Mutual Aid Agreements](#)

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[53-1-203, MCA](#)

[*Powers and Duties of Department of Corrections*](#)

[DOC 4.5.11](#)

[*Infection Control Program*](#)

VII. ATTACHMENTS:

None